

Regina Smith

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Objective: To obtain a qualified rewarding production assistant position within your company.

Education: **Bauder College, Atlanta, G.A.**
Associate Art Degree in Fashion Design, September 2004

Experience: **Apple Music July 2022** **Charlotte NC**
Talent Assistant

- Set up talent trailers for them to be in while waiting on performance.
- Orchestrated errands for the talent need and wants.
- Walk with the talent to and from their designated areas.

NASCAR Commercial / July 2022 **Huntersville NC**

Production Assistant

- Assisted 2nd Assistant Director with quiet on set announcements
- Monitored the door access to and from the set.
- Gave out walkie talkie to the crew members on set.
- Made set tidy for the studio proper appearance when wrapped up end of filming.

In the Pines Film / July- 2022 **Wilmington NC**

Production Assistant

- Assisted the art department with props to be set up for the scenes.
- Created the scrap book for the scene with Scarlet the character in it.
- Set up prop newspapers to be displayed for the scene.
- Created prop cigarettes to be in the scene.
- Put up curtains, posters and showcased 1960's TV for prop purposes.

Additional Experience: Randstad corporate, Marketing Associate: 2012
Macy's corporate, Fashion Show Dresser: 2008
Venturi, Quality Reviewer: 2008
Billion Dollar Babes, Event Staff: 2008
Wolford, Inventory Specialist: 2008
Wall Street, receptionist: 2008
Media Service, Accounts payable: 2008
Michael Corenblum and Associates Inc, Wholesale: 2005
Miss B Manufacturer, Wholesale: 2004
Jagged Edge fashion show, Dresser: 2002
Run it up productions, remember the Titans, Costumer: 1999
Women's Wear Daily, Fashion editor assistant: 1999

Computer skills: Microsoft office, Audio Cad, Adobe Photoshop, Quark express and Illustrator.